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CERTIFICATE OF ATTAINMENT IN GREEK

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APPLICATION FORM

for participation in the examination of May 2014

FOR CANDIDATES WITH SPECIAL NEEDS

## TERMS AND CONDITIONS FOR PARTICIPATION IN THE EXAMINATION FOR THE CERTIFICATE OF ATTAINMENT IN GREEK

***Please read the terms and conditions very carefully and ask the Examination Centre for clarifications if there is anything you do not understand. Keep a copy of this form for your records and submit the original signed form to the Examination Centre along with the application and the questionnaire.***

I am aware that:

- The purpose of the submission of a special application form is to regulate practical issues such as providing the candidate with extra time or more breaks or making other arrangements necessary depending on the special requirements of each case. Under no circumstances does the submission of a specific application form aim at treating the candidate differently.
- Candidates for A1 level for children must be at least 8 years old and not over 12 years old on the examination date.
- Candidates for A2 to C2 levels must be at least 12 years old on the examination date. Candidates for A1 level for children may be 8-12 years old.
- Applications for participation in the examination are submitted only within the time period specified each year by the CGL for every examination period—usually from February to March.
- A candidate may take part in the examination for one or more levels as long as the fees for every level have been paid.
- Under no circumstances and for no reason whatsoever are examination fees refunded.
- Under no circumstances can a candidate be substituted for by another person who has not registered for the examination.
- The CGL, at the suggestion of the respective Examination Centres, may provide special arrangements for candidates with special needs (e.g. provide additional time for the written examination, or more breaks, etc.). These special arrangements may only be effected after the candidate has completed the relevant application and submitted the relevant documents, issued by the respective official authorities.
- The candidate's name must be written in block letters/capitals and spelled in the way the candidate wishes it to appear on his/her certificate (candidates are advised to write their name and surname as they appear in their passport).
- The candidate must indicate clearly the level(s) in which he/she wishes to participate. Mistakes cannot be rectified after the application forms have been forwarded to the CGL.
- The candidate may change Examination Centres under special circumstances only after he/she has submitted a written explanation to the CGL via the Examination Centre, at least one month prior to the examination date.
- Apart from the application, the candidate is required to complete a questionnaire and submit to his/her Examination Centre a copy of some valid form of identification (identity card, passport, driver's license etc.). The person in charge of the Examination Centre must check and certify the validity of the document.
- The candidate states that he/she grants the CGL the right to process, for the purposes of the examination, his/her personal data as declared in the registration paper and in the questionnaire. Moreover, the candidate grants the CGL the exclusive right to process his/her data as declared in the questionnaire, in the recording of the speaking test and in the written paper, for research purposes. It is to be noted that any research using the specific data is carried out anonymously by omitting the personal details of the candidate.
- The Certificate of Attainment in Greek is awarded to candidates who have passed all four or five (depending on the level) skills (speaking, listening, reading, writing, use of Greek language). If a candidate fails even one of them, he/she fails the whole examination.
- All skills count equally towards the final grade. Levels A1, A2 and B1 consist of four skills (each carrying 25% of the final mark) and levels B2, C1 and C2 consist of five skills (each carrying 20% of the final mark).
- The minimum pass grade for every skill is 60%.
- Final assessment of successful candidates does not appear on certificates in numerical terms; only the following classifications are used: "Good" (=60-72 points), "Very Good" (=73-85 points),

“Excellent” (=86-100 points).

- Detailed examination results are sent to Examination Centres in late July. They indicate which skills have been passed or failed using the indication “Pass” or “Fail”.
- Candidates are informed of the results by their Examination Centres only; under no circumstances are they informed directly by the CGL.
- A candidate who has failed the examination can ask by the 20<sup>th</sup> of August to have his/her script re-assessed by submitting the relevant application and depositing a €60 fee in the bank account of the CGL.
- Successful candidates’ certificates are sent to their examination centres by the end of October.
- In case a candidate changes his/her address, he/she should inform the examination centre in advance.
- In case a candidate loses the certificate, he/she may apply to the CGL for the certificate to be reissued after paying the relevant fee. The reason for such a request must be clearly stated in the relevant application.
- Candidates must know the code number of their examination centre, their own code number, the dates and times of the examination and the rooms in which the examination is to be held. This information is provided by the examination centre upon registration.
- In case where the person in charge of the examination centre fails to provide this information, candidates must ask for it.
- Candidates must be present at the examination room at least fifteen (15) minutes prior to the beginning of the examination. They must bear some valid form of identification (ID card, passport, driver’s license, etc.) to be shown to invigilators upon request.
- Candidates are not permitted to bring to the examination room dictionaries, books, paper or anything other than pens and erasers.
- Mobile phones must be switched off and placed in bags away from the candidate’s desk in the examination room.
- Candidates must use either blue or black pen to write on the test papers. In the written paper and in all exercises where the candidate is required to take notes, he/she must use small letters, not capitals. When the writing paper is totally written in capital letters, the paper will not be evaluated.
- Pencils may be used for draft answers only; draft answers may be written on blank pages in the test papers and should best be crossed out before the paper is handed in.
- The use of correction fluid is prohibited; mistakes may be crossed out.
- During the examination, candidates must not talk to or bother other candidates.
- Candidates must clearly write their name and code number on each test paper.
- If their test paper is different, is missing pages, is misprinted, or is in any way irregular, candidates should ask the invigilator for another copy.
- There is no break during the written examination. Candidates cannot leave the examination room prior to the end of the examination; they may only leave the room for a serious reason and only if they are accompanied by an invigilator.
- If a candidate does not follow the above rules, he/she may be disqualified and fail the examination, depending on the circumstances. His/her fees will not be refunded.

**I hereby state that I have been informed about and have accepted all terms and conditions that govern my participation in the Examination for the Certificate of Attainment in Greek and that I will fulfill my obligations** (if the candidate is under 18, the form must be signed by his/her parent or guardian).

Date: \_\_\_\_\_

Name (in full): \_\_\_\_\_

Signature

\_\_\_\_\_

In case you were not properly informed by the examination centre, please let us know by sending a registered letter to the following address:

Centre for the Greek Language  
In attention of Prof. Ioannis N. Kazazis  
Karamaouna 1 – Platia Skra  
551 32 Kalamaria  
Thessaloniki



CERTIFICATE OF ATTAINMENT IN GREEK

Application for participation in the examination of May 2014  
for candidates with special needs

<b>Examination centre:</b> _____					
<b>Examination centre code No:</b> <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>					

<b>Surname of candidate*:</b> _____						
<b>Name of candidate*:</b> _____						
<b>Code No**:</b> <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>						
<b>Date of birth:</b> _____	<b>Sex:</b> male <input type="checkbox"/> female <input type="checkbox"/>					
<b>Home Address</b>	<b>Mailing address</b> (complete only if it is different than the Home Address)					
<b>Address:</b> _____ _____	<b>Address:</b> _____ _____					
<b>Town:</b> _____	<b>Town:</b> _____					
<b>Post code:</b> _____	<b>Post code:</b> _____					
<b>Country:</b> _____	<b>Country:</b> _____					
<b>Tel.:</b> _____	<b>Tel.:</b> _____					
<b>Fax:</b> _____	<b>Fax:</b> _____					
<b>e-mail:</b> _____						

NATURE OF YOUR DISABILITY (check all that apply): For the case(s) that apply you are kindly requested to submit documentation, which is to be sent with your application to the Centre for the Greek Language.

- Learning Disability: \_\_\_\_\_
- Speech Disability/Dyslexia: \_\_\_\_\_
- Blindness: \_\_\_\_\_
- Low Vision problems: \_\_\_\_\_
- Deafness: \_\_\_\_\_
- Hard of Hearing: \_\_\_\_\_
- Physical Disability: \_\_\_\_\_
- Other: \_\_\_\_\_

\* Please write your name and surname as they appear in your passport and in CAPITAL LETTERS.  
\*\*Completed by the examination centre.

**TESTING ACCOMMODATIONS REQUESTED**

Note: if you are requesting a reader and/or a recorder/writer, you must submit documentation for review for this provision:

- Reader
- Recorder/ Writer of answers

Other Accommodations: Please specify: \_\_\_\_\_

**Alternate Test Format**

- Braille
- Large-print test paper
- Large-print answer sheet
- Omit speaking section
- Omit listening section
- Extended Testing Time
  - 25%
  - 50% (time and one-half)
  - 100% (double time)

Please specify the special provisions for the test format (e.g. word and letter format etc):

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Please accept my application for participation in the examination for the certificate of attainment in Greek, which will take place on the 20<sup>th</sup>, 21<sup>st</sup> and 22<sup>nd</sup> of May, 2014. The level/s I will be participating at is/are:

- A1** (for children 8 – 12)
- A1** ( for adolescents and adults)       **A2**
- B1**       **B2**       **C1**       **C2**

I hereby declare that I understand and accept the terms of my participation in the examination and I attest that the information recorded on this application is true. In case that I do not fill in the application myself I authorize any person completing it on my behalf to release my personal details and any information required to the Centre for the Greek Language.

Date: _____	Signature: _____
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